

Mentoring Program

Action Plan / Time Line **Information Packet for New Teachers**

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DoDEA-Pacific Mission Statement:

DoDEA-Pacific understands that support for incoming teachers within the school is our mission. It will determine not only how well they perform their duties but their longevity within our system. Mentoring, a unique function within the educational environment, allows the teacher to obtain the support and professional expertise necessary for a successful teaching and learning experiences that lead to increasing student achievement. The mentoring process ultimately helps incoming teachers master two tasks:

1. Effective use of the skills of teaching with goal of enhancing student achievement
2. Adaptation to the social system of the schools

Program Goals for OMHS

- To provide new teachers with the tools necessary for promoting quality education and student achievement
- To familiarize incoming teachers with DoDDS, district and local school procedures and guidelines
- To provide ongoing support and encouragement for incoming teachers
- To foster the retention of incoming teachers

Program Objectives for OMHS

To provide:

- ongoing support for volunteer teacher mentors within the school
- a professionally supportive environment
- opportunities for new teachers to analyze and reflect on teaching effectiveness with regard to raising student achievement levels
- a network for communication amongst peers
-

Responsibilities of Key Personnel

DISTRICT	SCHOOL ADMINISTRATION
<ul style="list-style-type: none">• Assists mentor coordinator as needed• Provides support for training• Provides direct communication between district and mentor coordinator	<ul style="list-style-type: none">• Provides support for mentors• Plans and conduct the campus portion of the new teacher orientation program• Determines avenues for collaboration between mentor(s) and mentees.• Recognizes the efforts of the mentor coordinator/mentors
AREA COORDINATOR	MENTOR

<ul style="list-style-type: none"> • Coordinates training for lead mentors • Provides resources, articles, books, websites and mentoring framework • Serves as a resource for professional development training • Offers a course for graduate credit for mentors 	<ul style="list-style-type: none"> • Attends all training activities • Meets with incoming teachers • Works with the mentee during orientation to prepare for a successful first week • Initiates reflective conversations with mentee • Shares expertise and materials regarding discipline and classroom management, curriculum routines, etc. • Provides continued support, guidance, and feedback
INCOMING TEACHER	
<ul style="list-style-type: none"> • Attends district and school orientation and mentee meetings • Becomes familiar with DoDEA curriculum standards and materials for professional and purposeful planning • Meets with mentor • Initiates a list of questions/concerns to share with mentor throughout the year 	

Timeline of Activities

Month(s)	Activity	Projected Date	Completion Date	Description of Accomplishments
June	Identify Incoming Teachers and assign a sponsor			
	Help incoming teachers prepare for arrival: Hotel Reservations, Animal Quarantine, How to get to Osan from Airport, Sign on post, etc...	30 June	1 Aug	As indicated.
	Teacher Arrives in country and will need: LOE, 1172- ID card, Ration Card, DBIDS, Housing/Realtor, Drivers License, Sofa Stamp/Visa, NEO Packet, Gas Mask, Household goods, Pick-up/register vehicle	30 June	1 Aug	As indicated.
August –Sept	Teacher arrives at school and will need to : meet with secretary to update rosters, receive room assignment, sign for keys, receive teacher and student handbooks, receive	30 June	1 Aug	As indicated.

August –Sept	school calendars.	Aug	Aug	<p>OAHS Administration provided all new and returning veteran teachers with a list of 2013-2014 expectations (duty hours, grade reporting procedures, communication goals, etc...), information concerning new facilities, orientation or new assignments,</p>
	<p>Administration & Teacher Mentor review OAHS 2013-2014 Expectations</p> <p>Orientation of new/returning staff regarding new equipment, classroom assignments, duties, etc...</p>			
Sept	<p>Collaboration and adherence to AdvancedEd Standard; CSI recognition,</p> <p>Assign new teacher to content department.</p>	Aug	Aug	<p>New and veteran teachers participated in collaboration activities including, but not limited to, departmental and faculty meetings.</p>
	<p>Preview Safety Measures/Evacuation procedures; fire drills, etc..</p>	Sept	Sept	
	<p>Complete Travel Voucher</p>	In progress	Nov	<p>Identification of school – department goals and needs, etc...</p>
	<p>1st NEO Inspection</p>			
	<p>Attend all Mentoring training sessions.</p> <p>Create Mentoring Program Plan of Action / Information Packet / Time Line</p>			

Sept – Oct	Support personal growth and social adapting to school culture			Campus Health & Welfare Exercise Room with equipment for workouts made readily available for all school staff.
	Create and review Mentoring Calendar to include assessment days, parent night, open house, homecoming, etc.	10 Sept	30 Sept	Mentoring Calendar under construction.
	Annual Trainings online	10 Sept	30 Sept	School calendar published online.
	Open House			Student Handbooks published online and delivered with modifications as prescribed from SY 2012-2013
	Review Copy of School Handbook Special Ed, SST, Gifted, AVID, CTE etc. program and referral information and CSI goals School publications	30 Oct	10 Oct	“Cougar Update” on weekly basis.
	Special Focus on Professional Leadership Teaming, S.A.T. preparation, i.e. interventions.			Department meetings to address a wide range of student needs.
	Opportunity Hall for academic support for struggling students.			Seminar designation for SAT support.
	CSI meetings and modifications.			Opportunity Hall established to assist struggling students.
Nov-Dec	Collegial, focused conversations, addressing Departmental needs / Professional Development	15 Nov	15 Nov	
	PGP due to Adm.			
	Executive Leadership Team meetings.	Dec	In progress	In progress
	Professional Development needs			

	<p>identified.</p> <p>SAT results analyzed.</p> <p>CSI meetings and modifications</p> <p>FALL SPORTS Far East Tournaments</p>		Completed as required.	As indicated
		___ Nov	Completed as required.	As indicated
	Classroom procedure checks, reflection on student achievement, classroom assessments, data	___Dec	Completed as required.	As indicated
Winter Recess ___Dec-___ Jan	School culture for special observance of holidays Moral support for the new teacher “dip”	___ Dec	___ Jan	As indicated
January	Supporting, preparing for administration of TN assessment. CSI assessment SAT	Jan Jan	Completed as required.	As indicated.
February	Remember you r Mentee on Valentines’ day with a kind word, card or gesture Winter FE Basketball Tournaments	Feb	Completed as required.	As indicated.
February	Deepen instructional strategies and best practices/curricular connections-i.e. peer chats possible Academic Awards Ceremony PLTS /Looking at	Feb	Completed as required.	As indicated.

March	Student Work			
	Looking at Data to inform instruction	Feb	Completed as required.	As indicated.
	Executive Leadership Team meetings.			
	SAT	March		
	Professional Development needs identified and worked.	Mar	Completed as required.	As indicated.
	SAT results analyzed.			
	CSI meetings and modifications			
March	ESL Assessment	__ March	Completed as required.	As indicated.
	TN Testing Dates	___ Mar		
	CSI Meeting(s)	__ March		
	Freshman Orientation			
Mar-April	AP Screening Seminar		Completed as required.	As indicated.
	Process RAT documents			
	Review of Student Graduation Plans	__ March		
Apr	Check Dates on CAD/ID card	___ Apr	In progress.	As indicated.
	Process Lease Renewal		Completed as required.	
	Grading cycle ends soon.			
	End of 3 rd Quarter		In progress.	
	On-Going College Application Process			
April Completed timeline to DSO POC via	APR Month of Military Child			
	STEM Week	___ Apr 2		

<p>your Principal. (DSO will forward to PDO)</p> <p>May</p>	<p>Parent Conferences</p> <p>Focus on Advanced Placement courses and exam preparation</p> <p>ASVAB</p> <p>NEO</p> <p>AP Examinations</p> <p>Yearbook Signing</p> <p>SPRING SPORTS Far East Tournaments</p>	<p>TBD</p> <p>TBD</p> <p>May 2016</p> <p>May 2016</p>	<p>TBD</p> <p>TBD</p> <p>TBD</p>	<p>TBD</p> <p>TBD</p> <p>TBD</p>
<p>June</p> <p>June</p> <p>June</p> <p>June</p>	<p>Graduation</p> <p>SAT</p> <p>Final Exams</p> <p>End of Fourth Quarter</p> <p>Ordering supplies for upcoming year</p> <p>Resource accountability</p> <p>Reflect over past year</p> <p>Revisit goals</p> <p>Project ideas for coming year</p> <p>Report cards</p> <p>Student placement</p>			<p>T</p>
<p>June</p>	<p>ACT</p>	<p>TBD</p>	<p>TBD</p>	<p>TBD</p>

S.O.F.A.

STATUS OF FORCES AGREEMENT (SOFA):

SOFA is set of agreements between the United States of America and another country. It has the effect of law and all Military, DOD civilians, invited contractors, technical representatives and their legal dependents within the territorial limits of the Republic of Korea are under SOFA jurisdiction. There are few special privileges under the provisions of SOFA—and some important requirements.

The Korean government is very willing for you to live and work in a familiar environment as possible and to have, for your personal use, the same type of services, facilities and personal items as you enjoy back home. So you have the benefits of post and base exchanges, commissaries, military clubs, banks, credit unions and postal services. It even helps protect your legal and civil rights in case you're involved in an accident or suspected of violating ROK law. SOFA status will allow U.S. authorities to retain custody of you while your situation is being sorted out, except in serious situations, such as those involving the death of a person. In return for having these things, which are generally not as readily available to its own citizens, the ROK government makes two requests:

- That you respect and obey ROK laws.
- That you do not allow the privileges granted U.S. forces to harm the nation's economy or that of its citizens.

This second point is where we have the responsibility and opportunity to show ourselves as good citizens and responsible guests. Black-marketing and drug abuse are two particularly serious offenses in Korea. Selling or transferring items that are duty-free to you to a local citizen is black-marketing. There are only a few exceptions to this and you must check with JAG or the appropriate regulations to insure that you are within the law. Drug laws in Korea are extremely rigid. Don't even think about it! A violation of local laws by one person makes us all look bad—let's keep America looking beautiful in the eyes of our host.

If you do not fly through the OSAM AMC(or arrive when the office is closed) you will need to get your SOFA Stamp and Visa within 30 days of arriving in Korea [see next page for explanation]. Except for Korean Nationals who have no need of the Status of Forces Agreement (SOFA), all dependents of active duty military who are residing in Korea should have their passports 'SOFA stamped.' The sponsor, accompanied with the passport, must go to the Immigration Office located at the AMC Terminal, DSN 784-4042. The passport will then be SOFA stamped and Visa application submitted. Some dependents in this category are not aware of this requirement. This passport entry should be obtained as soon as possible after entering the ROK but no later than 30 days after arrival, since dependents may not leave the country without it. Without this passport entry, delays may result when it's time to leave the ROK.

SOFA Validation Stamps

1. Status of Forces Agreement (SOFA) is a set of agreements between the United States of America and another country. It is legally binding and has the effect of the law.
2. By definition, all Military, DOD civilians and their legal dependents within the territorial limits of the Republic of Korea are under the jurisdiction of SOFA.
3. All personnel authorized SOFA status must have their passports validated with a SOFA validation stamp. This is important for several reasons:
 - a. In the case of violation or the accusation of a violation of ROK law, such as traffic accidents might help to have your SOFA status. This may even make it possible to avoid confinement in a local jail while your situation is being sorted out.
 - b. When you leave the ROK you will not be found in violation of the normal restrictions on length of stay. It is possible to be fined or delayed upon departure for not complying with the law.
4. You will need the following to apply at the Osan ADA terminal (Osan building #884) where the ROK Immigration office is located.
 - a. A "Verification of Assignment [Military] or a "Letter of Employment [for civilians] from the sponsor's unit, DOD employer or contractor (Sample memo on next page.)
 - For the military this must be signed BY THE COMMANDER (or signed with the proper authority line)
 - The letter needs to have an original signature (photocopies/faxes are NOT allowed)
 - B. Each family member's ID card (DD Form 1173)
 - C. Each family member's passport.
 - D. Copy of the sponsor's orders of assignment to Korea.
 - E. Copy of the sponsor's ID card (front and backside)

This is a "Walk in" service that can be done WITHOUT the sponsor being present.

5. SOFA VISAS (A-3 VISA) are different story. Any authorized person arriving without a visa AND who applies within 30 days of arrival will be issued a visa. These are multi-entry visas that can be issued by the Osan Immigration Office. You must go there (with the above items in #4) and apply for a "Change of Status Sojourn". (**this is what NON-COMMAND SPONSORED dependents will have to do**)
6. ROK Immigration Office Hours: Monday – Friday 0900-1700 DSN 784-4042
7. POC is the Relocation Readiness Staff in ACS at DSN 753-8804/1700
8. ACS DSN 788-5024

Housing

Osan AB
Bldg. 600/765
DSN 784-1840/5356

Services:

1. Provides counseling and accurate information on local housing.
2. Maintains a housing list.
3. Handles arbitration for tenant / landlord complaints, etc.
4. Requires that a visit be made before you enter into any off post housing agreement.
5. Ensures compliance with safety inspection/approval of all off post housing.

The Housing Office on Osan AB assigns family housing BOQ/SBEQ s and offers referral services for off-post housing for Families whose Soldier works at EITHER Suwon or Osan,.

Other family members (not residing in Korea) are authorized to visit with Service Members during their tour to Korea. Permission is required in advance to ensure that the visit is not longer than 30 days. Osan AB Lodging is available on a space available basis for family members or hotel arrangements can be made through the Lodging office.

On-Post Housing:

There are 3 Family Housing Towers located on post, all offering 2-4 bedrooms at a variety of square footage. Seoraksan Tower is the oldest tower and generally houses mainly enlisted personnel E1 - E6 and sometimes officers O1 - O3. It is located closest to the Commissary, Indoor Pool, and Elementary School. Jirisan Tower was the 2nd tower built and houses E7 - E-8, WO1- WO2, O1-03. Hallasan Tower is the newest tower and houses all other ranks. Both Hallasan and Jirisan towers are located next to each other and close to the Officers club and Medical Clinic, located directly on Songtan Blvd. They have a parking structure to assist with parking difficulties. You will **NOT** get an exception to policy for a second vehicle if you live on post. All towers have heating, air conditioning, balconies, elevators, and a recreational room. Both Camp Humphreys and Osan Air Base offer loaner furniture based on your shipment authorization. You can inquire at the housing offices. Humphreys Housing will provide long-term furniture and appliances. Osan will only provide short-term furniture. Osan will provide long term appliances. If you are non-command sponsored you will not be authorized any loaner furniture.

Off-Post Housing:

Living off post for soldiers with family members in country is a great option. You will need to visit the housing office on Osan for assistance with the process. Generally you will need to contact a realtor and find a residence of your liking. There are many realtors right outside the main gate. Go to a few places because different realtors will have different apartments to show. The residence you choose will need to be inspected by the housing office, and if it passes then you will set up a separate appointment to sign the lease and get your Overseas Housing Allowance (OHA) started. You can also request an advance for your deposit. Please ask for assistance with any questions. You can take care of everything at Osan housing except the advancement. You will need to go to USAG Humpherys to complete this process. There is an Off-base housing brief at 0900 daily held at the housing office. Keep in mind, most residences will be in a high rise or other multi-unit coplex.

Pets:

Before shipping your pet to Korea, you should be aware that you most likely will be living in a high-rise apartment or in government housing with little or no yard for pets to exercise.

When making your port call arrangements, be sure to ask about shipping your pet. Make arrangements with the carrier well in advance, shipping a pet can be expensive. Prior to shipment your pet will need a valid health certificate with current rabies and distemper vaccinations. Check with your current veterinarian for airline standards. It usually requires a physical within 30 days and shots up to date (less than one year old). The requirements to ship your pet are constantly changing, so please keep up to date on all policies. Both dogs and cats are required to have annual vaccinations and be microchipped.

Please be aware that pets are not allowed in the Dragon Hill Lodge. As soon as you know when you are arriving call the Youngsan Kennels for reservations. The kennels require Bordatella shots.

Pets are welcome in most off post residence and base housing but are limited to 2 per household. Pets are not welcome in the barracks at Suwon or Osan. Pets must be registered with the Osan Veterinary Office. (<http://www.51fss.com/vet.htm>) They must have an 11 digit microchip and be up to date on all of their shots. They also must not be of a breed on the post dangerous pets policy.

The Veterinary Clinic on post does routine treatment but does not do any type of emergency care. They do have a list of local vets though.

There is a shelter on post so if you are thinking of adopting, please consider this as a first option. Homeward Bound is a great non-profit organization that is run by only volunteers. Please think twice before buying a pet off post as they do not have shots and many die from diseases; this is especially true for anyone selling animals directly outside the gate. It is a criminal offense to abandon any animal in Korea.

The military will NOT pay to ship your pets to or from the country. With new regulations this can be very expensive. Please look into costs and decide if you are willing to spend that amount of money before you get a pet. Also, remember that you are responsible for the animals in the case of an evacuation.

There are VERY specific rules and regulations on the importation of your pet.

For More information contact Veterinary Clinic (DSN: 784-6614; After Hours Emergency: 010-9040-5171), the Boarding Kennel (784-4314), or the 129th MED DET (VM) unit at 738-5144 or from U.S. 011-822-7918-5144.

Command Sponsorship Program

Non Command Sponsored

Unaccompanied Tours

<http://www.usfk.mil/usfk/hot-topic.usfk.military.command.sponsorship.program.491>

Families reside in Korea with their Soldiers often. There are several options you will need to consider.

The Command Sponsorship Program (CSP) is a program that guarantees Families' needs will be met through current military resources and infrastructures in Korea including transportation, medical, schooling, and housing (among other priorities). Requesting CSP can be done through a Soldier's previous unit, online at the link above, or through the unit after the Soldier's arrival.

Soldiers with orders for an unaccompanied tour in Korea currently have the option to bring their Families at their own expense, pending approval from the unit. Non-command sponsored family members pay for their own travel to and from Korea, and will have to live on the economy. Upon approval from command, non CSP Families may be authorized OHA (Overseas Housing Allowance).

Non-Command sponsored family members (ID card holders registered in DEERS) are eligible for medical and dental services (TRICARE STANDARD ONLY – contacted your local TRICARE office for details on co-payments and other costs), a ration card, and all on-post services.

Another consideration for non-command sponsored families involves schooling. The Command Sponsorship Program is set up to guarantee that school-aged children in approved Families meet their educational needs. Non-command sponsored dependents may attend a DODS school (i.e. **Osan American Elementary and Middle Schools, and Osan American High School**); however this is strictly on a SPACE AVAILABLE basis. Attendance priority is based not only on command sponsorship status, but the service member's arrival date in Korea. All other school registration guidelines apply to non-command sponsored families.

There is no additional weight allowance for transportation of unaccompanied baggage or household goods, ration allowance, or housing allowance for non-command sponsored families.

The following pages include charts showing a comparison of resources when considering moving the Family to Korea through the Command Sponsorship Program or through Non CSP.

Noncombatant Evacuation Operations (NEO)

While Korea is a relatively safe location, it is important that all family members, known as “noncombatants,” be prepared to evacuate both quickly and safely upon an emergency. Noncombatant Evacuation Operations (NEO) are operations directed by the U.S. Department of State to evacuate eligible personnel from foreign countries where their lives are endangered by war, natural disaster, or civil unrest to safe havens or to the U.S.

People considered noncombatants are family members of U.S. DOD military and civilian employees, non-emergency essential U.S. Civilian employees, and DOD invited contractors and their families. Both command sponsored and non command-sponsored families are eligible for evacuation assistance from Korea and required to meet certain criteria to be prepared in case an emergency occurs.

NEO is mandatory for all family members living in country, Command Sponsored or not.

Military members and emergency essential civilian employees and NOT considered noncombatants and will remain in Korea until directed otherwise. All DOD affiliated noncombatants must register for NEO with their unit’s NEO warden upon arrival. To help noncombatants prepare for a possible evacuation, U.S. Forces Korea conducts a semi-annual Courageous Channel exercise, and the Iron Horse Battalion conducts quarterly exercises. All DOD-affiliated noncombatants are required to participate in these exercises in order to rehearse evacuation procedures and to train personnel who support NEO execution. In addition to participating in the Courageous Channel exercise, each family is required to maintain a NEO kit to include the following items:

- Important documents
- Enough food and water for three days
- Protective gas masks (issued by the military).

NOTE: For personnel with pets in Korea: although U.S. Government policy does not require pets to be evacuated, in practice the U.S. has supported evacuation of pets in all recent evacuations. USFK will make reasonable efforts to evacuate pets of DOD affiliated personnel. All non-combatants must realize that the evacuation of people will always take priority over pets, and those pets are likely to be separated from their families during an evacuation.

In the event the family decides to transport their pets out of country commercially, all costs associated with commercial transportation are the sole responsibility of that family. If the U.S. Government transports a pet on a military or chartered aircraft, the military covers only the cost of transporting the animal from Korea to the first CONUS port of entry. The family will then be responsible for all costs incurred from that site to the family’s final destination. Those families unable to evacuate their pets should discuss their options with a veterinarian and/or the Homeward Bound shelter at Osan AB.

A good website to familiarize yourself with your NEO requirements is:
<http://www.usfk.mil/usfk/Uploads/120/NEO101.pdf>

Ration Control

Osan AB
Bldg. 936
DSN: 784-5898/1853
<https://pimsk.korea.army.mil/>

USFK has rations for all personnel in country. You will not be able to purchase **ANYTHING** on post until you register with DBID upon arrival and request a rations card, or Ration Control Plate (RCP).

To a newcomer, the ration control system may sound confusing, but it is rather simple. The ration control system exists for the same reason there are laws in most societies. Because certain individuals attempt to abuse privileges they have been granted, all people are forced to live with a set of rules designed to inhibit the activities of the minority. The honest consumers must bear in mind, however, that ration control is designed to protect them, just like most laws. A Ration Control Plate (RCP) authorizes you to purchase items through commissaries, exchanges, class VI stores, and other morale, welfare, and recreation facilities without paying Korean importation and sales taxes. In return for this privilege you have an obligation not to sell or otherwise transfer these items to individuals who are not entitled to these tax-free benefits.

Quantity Limits: are placed on duty-free goods considered most subject to abuse. These limits are monthly and are not cumulative from month to month. The purchase of these limits is recorded. Quantity limits are based on family size. If you are in Korea on a accompanied tour, and your family contains more than one adult (over the age of 20), you are authorized the "family" limit, regardless of command sponsorship. If you are in Korea unaccompanied, or with your family and the family only has one adult, you are authorized the "individual" limit, regardless of command sponsorship status.

The commissary has a monthly dollar amount ration limit: One Person - \$650 -- Two Persons - \$950 -- Three Persons-\$1200 -- Four Persons - \$1500 -- Five Persons - \$1700 -- Six Persons or More-\$2000. You will be allowed to use 50% more of your ration amounts in the first 3 months in country. Liquor ration limits are 3 units for an individual, and 5 units for a family. Beer ration limit for a family is 8 cases (24pk) a month (must be of legal drinking age). Gasoline is rationed only to carry out at 5 gallons a day. Wine, cigarettes, coffee, and gasoline in your vehicle are not rationed. These ration limits can vary, for up to date information on limits and details see USFK Reg 210-60 or contact USAG Humphreys Ration Control at 784-5898.

Active duty military will not have RCPs. The military ID card is used. For family members an application must be filed with the local issuing agent. Any errors on the RCP must be corrected immediately. A new RCP will be issued. If your RCP is either lost or stolen, report it immediately to the military police and unit Commander. The RCP is government property and should be safeguarded at all times.

Driving in Korea

POV ownership and use in Korea is a privilege. E-7 and above, and Command Sponsored Personnel are allowed one vehicle. Non Command Sponsored soldiers and families must request to have a vehicle. A second vehicle for Command Sponsored personnel can also be requested. **This is not a guarantee.**

Operating a Privately Owned Vehicle (POV) in the Republic of Korea (ROK) is a conditional privilege granted by the ROK, the Commander, United States Forces Korea (USFK), and area commanders. Personnel who desire this privilege must:

- (1) Comply with the laws governing motor vehicle operation in the ROK and on US Military installations.
- (2) Be in one of the following categories to operate a motor vehicle and obtain a USFK driver's license:
 - a. Command sponsored status
 - b. Joint Spouse Assignment authorized a POV on PCS orders
 - c. A member of the US Armed Forces in the grade of E7 or above
 - d. A Department of Defense civilian in the grade of GS-5 or above or a USFK invited contractor or technical representative
 - e. A US citizen or third country national employed by invited contractors, who have SOFA privileges
 - f. Any member of the USFK or its civilian components authorized shipment of a POV to the ROK

Driver's License:

All personnel and family members are required to take the USFK driving test that is offered at both Camp Humphreys and on Osan Air Base.

1. Schedule your POV drivers test by calling 784-6581/4568. Below is a link to the POV study guide (USFK 985-2 Guide to Safe Driving in Korea). You will need a valid stateside drivers licenses and a copy of your command sponsorship orders. If you are non-command sponsored, you will need an exception to policy from the unit commander authorizing vehicle use. Have your sponsor see their chain of command for information.
 2. Take test at building 1333, room 221 at the assigned time, bring all necessary paperwork with you. Service Members must be in duty uniform to take the test.
 3. If test is passed you will take your paperwork to building 765, Pass and ID. Once your paperwork is signed and approved, you will pick up license from the same building 765.
- Drivers Study Guide: <http://www.osan.af.mil/shared/media/document/AFD-121206-087.pdf>

Parking:

Vehicle use and parking on Osan AB is limited and often restricted. For a CSP Family that has been approved a SECOND vehicle, that second vehicle is often has restricted access due to space limitations on military installations. The Center of base (BX, Theater, Bowling Alley, etc.) is off limit to those with restricted vehicles (Non command sponsored and 2nd vehicles).

Shipping Vehicles:

ONLY COMMAND SPONSORED individuals may ship a vehicle at government expense. If you would like to ship your vehicle at your own expense, contact your local travel office for contact information and shipping details. There are several shipping options available to service members and their families, but regulations vary. If your vehicle is financed, you will need permission from the lender to ship your vehicle overseas (contact your lender for specifics). If

you are leaving a vehicle in the States, provide a special POA to the person keeping the vehicle for selling or dealing with your insurance provider. Contact your provider to find out their requirements and take care of these issues early!

Vehicle Sales:

Due to the price of shipping, it may be wise to purchase a vehicle once you arrive in country. With Families always coming and going, used vehicles are often readily available. Cheap used vehicles under the price of \$2,000 are quite common. Vehicles for sale on Osan AB are posted on a tack board between the class six and the barber shop at the BX, Commissary ATM, Community center, and bus stop. Sales are also advertised on Facebook at: Osan Flea Market, Osan Web Sale, Humphrey's New Flea Market, and Pyeongtaek American Classifieds.

Vehicle Registration:

PASS & REGISTRATION: 784-5898

PYEONGTAEK REGISTRATION OFFICE: 031-659-4973

Whether you ship a vehicle to Korea or purchase one here, the vehicle must be registered! You must obtain a driver's license, then have the vehicle insured, inspected, and registered with the military AND Korean offices, then get a valid post decal before use. It can be a complicated process, so make sure to ask questions and follow guidelines to avoid headaches.

--Imported Vehicle Registration (Register a car shipped to Korea)

If you import your vehicle, you need the following:

1. Your original SOFA document (light green form) and two copies
2. Present valid proof of insurance in the registrants name in the amounts of \$50,00/\$100,000/\$25,000
3. USFK vehicle safety inspection no more than 30 days old (obtained from the MWR Auto Hobby or the Base Service Station on Osan Air Base)
4. 14,000 Won (Exact Change), for the purchase of permanent plates
5. A valid USFK Form 134E (driver's license)
6. Your military/civilian ID card and orders, letter of employment, or 175R . Note that the sponsor must register the vehicle. The spouse will not be able to register the vehicle alone.

This is a great overview of what you need, but please go to the following webpage to see the overall process. It is not hard, but you must do everything in a specific order and it can be frustrating.

<http://www.osan.af.mil/shared/media/document/AFD-120806-061.pdf>

--Vehicle Owner Exchange Process (Register a car purchased in Korea)

REQUIRED DOCUMENTS FOR **SELLER**:

- A) Completed USFK FM 32EK- Application for Cancelation (Receive from Pass & Registration)

- B) Completed Bill of Sale (Receive from Pass & Registration)
- C) Military Base Registration: USFK FM 207 (Received from Pass & Registration when Safety Decal was issued)
- D) Korean Registration (Received from Pyeongtaek Registration Office or Representative when vehicle was registered)

REQUIRED DOCUMENTS FOR **BUYER**:

- A) Valid USFK Driver's License (Stateside License + Orders are authorized for first 30 days in ROK; Schedule USFK DL test through 51 LRS; Bldg 1333; 784-4568)
- B) Valid Proof of Insurance Must be USAA, AIG, or local Korean insurance company)
- C) Valid Safety Inspection
 - *Inspection must be within 30 days of transfer/registration
 - *Inspection must be from facility on Osan AB
 1. Auto Hobby Shop; Bldg 1214 **or**
 2. Auto Care Center; Bldg 511
- D) Completed USFK Form 31EK (Receive from Pass & Registration)
- E) Korean Registration (Receive from Pyeongtaek Registration Office when transfer complete)
- F) Copy of Orders / USFK 700-19 / Letter of Employment
- G) Valid Proof of Insurance
 - *Ensure VIN is accurate/matches Korean Registration or Insurance **will not** be accepted!

Process:

Take all of these required documents to Pyeongtaek Registration Office. (Directions are supplied from Pass & Registration). **NOTE: Buyer and seller must be present together in order for the transfer of ownership to take place. Powers of Attorney are only authorized for exigent circumstances.** After the transfer takes place, the seller will proceed to the Pass & Registration Office with all required documents IN HAND in order to receive a valid decal. **The seller does not need to be present for the decal process.** – The Pass and Registration Office will de-register the vehicle from the seller only when it registers a vehicle in the buyer's name. ***A TRANSFER MUST BE COMPLETED WITHIN 15 DAYS OR FINES WILL INCURE***

Sensitive Documents

Several pieces of information are vital to your well-being in Korea. Considering hand carrying those items that are crucial to you!

Soldiers, be sure to have your Medical records, Dental records, 201 file and 30 copies of your orders in hand, not in your check-in baggage. Considering making copies of all military documents including orders, contracts, emergency data, SGLV, LES, ERB, OERs/NCOERs, awards, certificates, military records, etc.

ID CARD- your military ID card is your lifeline. You will need this to get on post and gain access to most facilities. If your ID card will expire during your stay in Korea, consider getting it renewed before your move. If your ID Card expires in Korea, you will have to do a lot of extra paperwork after renewing it here.

Orders- Always have multiple copies of your orders (with amendments and pinpoint orders) and any separate orders for family members available for in-processing both at Korean Immigration and on-post. Make at least 20 extra copies so you will not be caught short-handed.

Passport/Visa- This is clearly a vital item. Although an active duty military member can generally travel with his or her military ID card accompanied by military orders or leave paperwork, this is not always the case in Asia (China, for example, requires a passport with visa for entry). It is recommended that the military member get a tourist passport, and travel on that when not on official orders. All family members must have their passport with them when travelling outside of Korea. Contact your local personnel office for the proper forms and information.

Legal Documents- make sure all necessary documents are up-to date and copies are either left in a safety deposit box or given to a trusted friend, relative, or attorney. HAND CARRY original documents such as birth certificates, marriage license, wills, etc. on the plane. One of the first things you will need to do after arrival is create a Noncombatant Evacuation (NEO) packet, and these documents will be needed.

Power of Attorney- It is wise for all military members to have a current Power of Attorney. Remote assignments, deployments, and NEO requirements make a Power of Attorney an absolute necessity in Korea. Whether your family will be coming with you to Korea or remaining in the United States, it is a good idea to have a Power of Attorney prepared before leaving your current duty station. If you are leaving a vehicle in the States, it's a good idea to provide a special POA to the person keeping the vehicle for selling or dealing with your insurance provider. USAA, for example, has specific requirements for leaving your vehicle with someone else. If you leave for Korea before your household goods are picked up, a special POA is often used as well. Take care of these issues early.

Insurance- Adequate automobile and personal effects coverage is essential. Check with your insurance company, and make sure your renter's and auto policies cover living abroad. Insurance is also available in Korea through USAA, GEICO and CIGNA.

Employment Records- Family members wishing to work in Korea may need proof of previous employment, such as official personnel records, letters of recommendation, pay stubs, etc. Also,

bring copies of any diplomas and transcripts. Some employers and colleges require an official, sealed transcript, so be sure to include the contact information and shipping details.

School Records- Make sure that copies of all school records are up-to-date and HAND CARRIED. School records (diplomas and/or transcripts) are required to take college-level courses at the university campuses on base.

Medical Records- you and all of your family members will be required to obtain a medical clearance (EFMP screening) prior to approval of command sponsorship.

ALL CHILDREN registering for school here MUST also have an EFMP screening done.

Make sure your medical records are up-to-date and include International Certificates of Vaccination. Korean Immigration can be strict on this so make sure they are accessible as you go through Customs and Immigration. Take care of annual exams and get extra refills for needed medications before you leave the States. Take the initiative where medical issues are concerned, and be prepared to go off post for some care.

Address Book- Remember to bring this in your carry-on luggage, and do not forget to include all the information that you normally get from the Yellow Pages (doctors, schools, etc.) You may want to pack a Phonebook from your last duty station in your shipment.

Korean Money

The Korean monetary system is the Won. The smallest denomination is 1 Won and the largest bill is 50,000 won (about \$45 depending on the exchange rate). The exchange rate varies often, so paying special attention to these rates can save money. Currently, \$1.00 US dollar is around 1,000 to 1,100 won. So getting ₩30,000 is roughly \$27.00.

All businesses on post take dollars. Most installations have a DoD Community Bank (currently run by Bank of America) and/or several ATMs that dispense both US and Korean currencies. If withdrawn in Korean funds, it will be at the current bank rate and shown in US dollars. Better exchange rates can be found off post, usually. Previous families have found that if you withdraw money in dollars at an On-Base ATM, then go to one of the many currency exchanges outside of base you can usually receive a better exchange rate than withdrawing Won from the On-Base ATMs. Shop around, there are many money exchanges, and find the one that gives you the best rate. Many times if you live off post your realtor will also exchange money for you.

If you are coming to Korea from a major city with banks or private companies that deal in foreign currency, it may be possible for you to buy some Won at an advantageous rate. Check with your sponsor or gaining unit to see what the current exchange rate in Korea is and then compare that to the exchange rates available Stateside. A note of caution however, is to be aware of any fees or commissions that could cancel out any advantage of the quoted rate. Dollars are widely accepted in Korea, so you should not be concerned if you do not have any local currency upon arrival. However, having about \$30-\$40 in Won before arrival is often helpful. Unless you have to, DO NOT exchange money at the airport... the rates are very poor.

Website for more information on exchange rates, and a calculator: <http://www.x-rates.com>.

Postal Service

Have your sponsor or gaining unit (6-52) assign a mailing address as early as possible, so you can fill out change of address form before you PCS. Most people stationed at Osan AB and Suwon AB are required to receive personal mail at their workplace. The positive effect of this policy is that Soldiers will often be able to obtain their permanent mailing address in Korea before leaving the States, since the address is not based upon a housing unit.

Many Families find it convenient to have a post office box assigned to them before coming to Korea. You may receive a post office box 90 days prior to your arrival. To do this, send a copy of your orders to your sponsor. However, you may forward your mail to this general delivery address before you're assigned a post office box:

Name, rank, unit, PSC 3 General Delivery, APO AP 96266.

The Post Office on Osan AB (located inside the BX) and Suwon AB (located next to Command Offices and the CAC) are very similar to United States Post Offices. You can receive and send mail just like in the United States. You will need a copy of your orders to open a PO Box. You will have an APO address, so customs forms will be required on all boxes shipped to the States. Prices are the same as mailing within the United States (i.e. a single stamp for regular letters and the same flat rates for parcels apply).

Mail is not delivered to offices on weekends or holidays (US and Korean). A first class letter will usually arrive within 7 days. Most boxes will arrive within 10 days. The exception to this is if it is sent Parcel Post or SAM. Then it will normally take 4-6 weeks to arrive. Around the Holidays the mail will slow down considerably. Please plan ahead. You will hear many people talk about "Golden Ticket". They are received when a package arrives. You will receive a yellow ticket in your PO Box. You take that to the package window with ID to receive your package.

Even if you live off post, you will have a mail box at the Post Office, either in Suwon or Osan. A majority of stores will ship APO.

Contact the Osan Post Office at 784-4655, Bldg 965. (Hours: 1000-1700 M-F Saturday 1000-1400)

Phones and Calling Home

Coordinate the best ways to stay in contact with family and friends back home in the States! The time zone in Korea is 14 hours ahead of the Eastern Time Zone, 13 hours ahead of Central Time, 12 hours ahead of Mountain Time, and 11 hours ahead of Pacific Time. That means on Sunday morning at 9:00AM in Korea, it is Saturday evening 7:00 PM in New York City, 6:00 PM in Dallas, 5:00 PM in Denver, and 4:00 PM in Los Angeles. Find the best times to stay in touch and also if phones, emails, web videos or others methods would be best.

Cell Phones

- American mobile phone networks do not work in Korea. There are some cell phones that may be converted to use back in the US. Buy a used cell phone from someone who is leaving or at one of the many stores outside the walk-through gate at Osan, in the Ville. New cell phones may be purchased in Osan at the PX, CAC, or off-post, and also purchased new at the Snack Bar at Suwon AB. Some soldiers purchase phones immediately upon arrival, but remember that the first ones you see and offered at One-Stop may be more expensive. Shop around.
- Make sure the model you purchase has an English display option. Cell phones can either be prepaid or under contract. Pre-paid phones are required to be recharged monthly whether the minutes were used or not. Contract phones are very similar to the states. You can include overseas minutes on these or simply use them for Korea calls.
- Cell phones belong to their own network (011, 016, 019, etc), so you must always use the prefix or area code when calling to or from a cell phone.
- Phone types are very similar with United States cell phones. You can have smart phones or regular flip phones depending on your plan and the amount of money you are willing to pay. Please be aware they do not have a military contract on phones in Korea. So if you are leaving before your contract ends you will be charged a fee. Incoming calls do not count against your minutes but all outgoing calls will, regardless of carrier. There is rarely an unlimited minutes plan.
- Most often times 'data' is free on Korean cell phones, so internet and Apps are often available at no extra charge. Keep this in mind when planning on calling family or friends in the States upon arrival to Korea. Programs like Skype, Magic Jack, Haywire, Kakao, Text Plus and many more can often be used through Korean cell phones at no charge in order to be in contact with loved ones from the United States.

General Guidelines for phones

- To call Korea from the US: 011-82 + area code minus '0' number.
- USFK information from the U.S. (commercial): 011—82-2-7913-1110 or 1113
- The area code is not needed for local calls, unless using a cell phone.
- To call within the DSN system, just dial the 7-digit number.
- To call a commercial number from a DSN line, first dial '99'.
- To call a DSN number from a commercial or cellular phone, dial 0505 + 7-digit number.
- Do NOT accept collect calls on a DSN line.

DSN Phone System

All phones on post at Osan are DSN prefix 784-XXXX. To convert this to civilian number, dial 031-661-XXXX (last four of DSN) or 0505-784-XXXX (last four of DSN). If you are calling from the states to Osan, it is 011-82-31-661-XXXX (last four of DSN). All phones on Suwon are DSN prefix 788-XXXX. To call from the states to Suwon 011-31-220-XXXX (last four of DSN).

Other Important Information

Curfew & Off Limit Establishments:

Mandated by US Forces Korea (USFK) curfew is 0100-0500 everyday, to include weekends. CURFEW VIOLATIONS ARE NOT TOLERATED AND CAN END CAREERS. All Tattoo and Piercing parlors are off limits to USFK personnel. A list of local off limit establishments are posted at all gates at every US Installation. Each installation has their own list. Please make sure you know these establishments when visiting other bases.

TRI-CARE:

All incoming active duty family members who wish to enroll into TRICARE Overseas Program (TOP) Prime will need to have a copy of the sponsor's orders, proof of Command Sponsorship and fill out an enrollment form. Additionally, any newly wed spouses to an active duty service member already stationed in the Pacific must complete the command sponsorship requirements prior to enrolling in TOP Prime. TOP Prime enrollees are guaranteed priority access to care and assigned a primary care manager (PCM) who manages their routine healthcare and coordinates all referrals for specialty care. All referrals for specialty care must be arranged by the PCM to avoid charges. TOP Prime also provides world-wide emergent and urgent healthcare coverage while traveling away from their primary care area.

Non CSP families and active duty family members who do not meet the JFTR definition of Command Sponsored are eligible for TOP Standard, provided that they are properly registered in the Defense Enrollment Eligibility Reporting System (DEERS). TOP Standard beneficiaries can be seen at the military treatment facility (MTF) on a space-available basis. TRICARE Prime and Standard differ in their benefits, and it is very important to choose the option that is right for your family. The TRICARE Service Center is available at Osan Hospital.

Eye Exam:

If you wear contact lenses, particularly the soft or extended wear type, have your exam and purchase contacts before leaving the States. The Optometry Clinic gives contact lens exams only for medical problems and existing prescriptions that may need changes, so you should have your initial exam and prescription done in the States. You can purchase lenses on the Korean economy, but, if possible, bring a supply of lenses with you. If you already order contacts online, be sure that your provider will ship to an APO address. Due to the pollution, many long-time contact lens wearers find that they are unable to consistently wear their lenses here.

Prescription eyeglasses are available at The Gallery Optical Shop, the Dragon Hill Optical Shop, and in Seoul, so bring a current prescription. Try to use an optical shop that has been recommended by a friend.

Hair Care Products:

It is highly recommended that if you have hair care products that you love... Bring a supply with you or pack in household goods shipment. It is very hard to find these items, especially salon brands: the PX does carry some hair care products but it is hit or miss.

FMWR:

Family and Morale, Welfare, and Recreation in Korea is a comprehensive network of support and leisure activities designed to enhance the lives of Soldiers, their Families, civilians employees, military retirees and others eligible. FMWR in Korea strives to deliver the highest quality programs and services at each installation ranging from Family, child and youth programs, recreation, sports, culture and leisure activities. For more information on FMWR in Korea, visit their webpage at <http://www.mwrkorea.com>.

Transportation:

Once you've arrived in country, notify TMO in Osan you are in country so they can begin tracking your household goods (DSN 784-6019). As the date nears for your scheduled household goods/unaccompanied baggage delivery, you will be contacted via email to set up a delivery date. You must reply to this email and contact the Army's Transportation Office at Camp Humphrey (DSN 753-6635 or 315-753-6629). From there, they will make arrangements for delivery or put you in direct contact with the company delivering your goods.

Mosquitoes:

These pests are a huge problem in Korea, and they are active from mid-spring well into the winter months. There are some options available on the economy to minimize mosquito problems, but it is highly recommended that you bring any products that have worked for you in the past. Remember flight regulations and household good regulations when deciding to transport these products.

Subway System:

South Korea has a wonderful subway system that can be very useful when travelling throughout the country. A great interactive subway map can be found at <http://www.smrt.co.kr/main/index/index002.jsp>. It will allow you to plan your trip and get exact prices and times. Jihachul is a great app for the subway system, available features: find nearest station within 2 km, departure and arrival times, full map. Also consider getting a t-money pass which can be found at most stores like 7eleven. A T-Money pass will allow you to get on and off the train without a traditional ticket. You just load it with Won and then swipe the pass at the train station. It automatically deducts the correct amount. The nearest subway for Osan AB is Songtan Station (NOT Osan Station), Suwon is Seryu Station, Camp Humphreys is Pyeongtaek Station. T-Money cards can also be used for taxis and other transit.

Taxis:

On Post Taxi Service for Osan: 0505-784-4121/4122/4123
(or 031-661-4121/4122/4123 from DSN it is 784-XXXX) Taxi fares start at \$2.35 and increase in increments of \$0.30. There is a higher rate after midnight. On Post Taxis will accept Dollars and Won and can transport you both on and off post. There is no taxi service on Suwon AB. Off post taxis are often convenient ways to travel through the cities.

Required Online Training:

Prior to arrival, you must complete an online course regarding Korean laws and regulations. The link is found on your orders: <http://www.uskf.mil/uskf/index.html?/usfk/contents/training.html> During in processing, you will also be required to have updated certificates for all Internet Assurance courses, Accident Avoidance Course, AT Level 1, Composite Risk Management Course, and other required online training.

The Ville / 4 and 9 Market:

We are lucky to have one of the best shopping areas outside of the Osan Main gate, generally referred to as the Ville. It is located in Songtan and can be accessed from the main gate at the start of Songtan Blvd. In the Ville you will find many shopping areas and places to eat. Before entering the Ville make sure to read the off limits areas and current curfew policy posted on the way out. Not knowing is not an excuse! Note that it is okay, even expected, to barter with the shopkeepers for a better price. Most shops will take American Dollars or Won. Right past the subway line is the 4 and 9 market. It is a traditional Korean market that runs on any day ending in a 4 or 9. For example the 4th , 9th, 14th , 19th of the month. You can get fresh fruits, vegetables, fish and other food items. They also have various cooked food to try and clothing items. It can be very crowded and I would not recommend brining a stroller. You will usually need won to shop here. In Suwon City outside the train station, AK Plaza offers floors of high end shopping, and there is a highly populated commercial strip with many restaurants and entertainment.

Electricity:

Appliances and other electrical equipment designed for use in the United States will operate in on-base housing in Korea. Please note you are not authorized shipment of appliances. Voltage off base is 220. Many of the newer apartments and homes off base have both 110 and 220 outlets, which is something to look for if you are authorized to live off base. If not, you can use converters to make 220 to 110. Also, while many people bring their personal electronics to Korea, if it's an expensive model, you may wish to leave it in the United States. Frequent power outages or surges may damage the system. At least keep them on a surge protector.

KOREA 101

ABOUT THE REPUBLIC OF KOREA

It is located northwest of Japan and includes Cheju Island, located about 60 mi (97KM) south of the peninsula. Area: 38,402 sp mi (99,461 sp km) Population (2002 est.): 47,640,000. Capital: Seoul. The population is almost entirely ethnically Korean.

LANGUAGE: Korean (official)

RELIGIONS: Buddhism, Protestant Christianity, Confucianism (widespread), Ch'ondogyo.

CURRENCY: won

GOVERNMENT: Korea is a republic with one legislative house; its head of state and government is the president, assisted by the prime minister. For early history, see Korea. The Republic of Korea was established in 1948 in the southern portion of the Korean peninsula, which had been occupied by the U.S. after World War II. In 1950 North Korean troops invaded South Korea, precipitating the Korean War. UN forces intervened on the side of South Korea, while Chinese troops backed North Korea in the war, which ended with an armistice in 1953. The devastated country was rebuilt with U.S. aid, and South Korea prospered in the postwar era, developing a strong export-oriented economy. It experienced an economic downturn beginning in the mid 1990's that affected many countries in the area. A summit in 2000 between the leaders of North and South Korea and reunions between families from both countries boosted hopes for reunification, though there were also periods of tension between the countries.

CLIMATE: Long, cold winters and short, hot, humid summers with late monsoon rains and flooding. Seoul's January mean temperature is 22 degrees F. to 35 degrees F. in July it is 73 degrees F. to 78 degrees F. the annual rainfall varies from year to year but usually averages more than 39 inches/100centimeter. Of that total, two-thirds of the precipitation falls between June and September.

KOREAN LANGUAGE

HANGUL- The official language of North Korea and South Korea is the written language. Spoken by more than 75 million people, including substantial communities of ethnic Koreans living elsewhere.

Korean is not closely related to any other language, though a distant genetic kinship to Japanese is now thought probable by some scholars, and an even more remote relationship to the Altaic languages is possible, Korean was written with Chinese characters to stand in various ways for Korean meanings and sounds as early as the 12th century, though substantial documentation is not evident until the invention of a unique phonetic script for it in 1443. This script, now called Hangul, represents syllables by arranging simple symbols for each phoneme into a square form like that of a Chinese character. Grammatically, Korean has a basic subject-object-verb word order and places modifiers before the elements they modify.

USEFUL KOREAN PHRASES

The following Korean phrases may assist you during your tour I Korea. They are simple conversational words and phrases designed for newcomers. Koreans will be impressed you have made the effort to learn even a little of their language. The key is not being afraid to try.

GREETINGS:

Good morning	Ahn-nyong ha-say-yo
Good afternoon	Ahn-nyong ha-say-yo
Good evening	Ahn-nyong ha-say-yo
Hello (on the telephone)	Yo-bo-say-yo
May I have your name?	Ee-ru-mee moo ot shim nee ka?
I'm glad to meet you.	Mahn-nah-suh bahn-gah-wuh-yo
Good-bye. (by host)	Ahn-nyong-hee kah-say-yo.

SHOPPING:

How much does it cost?	Ol-mah eem-nee-ka?
Do you have ?	Itsum-nee-ka?
Show me another one	Darun-gut-johm bo-yuh-ju-say-yo
It is expensive.	Bee-sah-yo.
Can you reduce the price?	Chom sah-keh-heh ju-say-yo.
I'll take this.	Egut ju-say-yo.
It's too big.	Noh-moo kuh-yo.
It's too little.	Jjug-uh-yo.

AT THE RESTAURANT:

It is very delicious.	Ah-ju mah-sheet-so-yo
It is hot (spicy).	Mae-wo-yo.
I would like a glass of cold water	Naeng-soo Hahn-jahn
I would like a bottle of beer.	Maek-ju Hahn-byong.
Please give me...	Ju-say-yo.
An English menu	Yong-oh menu
The bill	Keh-sahn-suh

WHEN TRAVELING:

Give me one ticket to.	Hahn-jahng ju-say-yo.
Western-style room	Cheem-dae bahng
Toilet	Hwa-jahng-shill
Parking lot	Ju-cha-jahng
Reservation	yay-yahk

CONVERSATION

Do you speak English?	Young-oh hahm-nee-ka?
Where is ...?	O-dee itsum nee-ka?
The police station	Kyong-chal-suh
The restroom	Hwa-Jahng-shil
Yes	Yeh (or Nay)
No	Ah-ni-yo
Thank you	Kam –sah ham-nee-dah
You are welcome	Chon-mang-neh-yo

I am sorry.
Come here
Please help me.
Call a police man (an M.P.)
For me please
Call this number for me, please?

Mee-ahn hahm-nee-dah
Ee-ree o-ship-shi-yo
Jom, dough-wah ju-say-yo
Soon-kyong (huhn-byung) chom bul-luh
Ju-say-yo
Ee bon-ho-ro jon-hwa jom, heh-ju-say-yo

TAKING A CAB

Please take me to the nearest U.S.
Military installation.
Stop here
What is this place called?
How much is the fare?
Please take me to ...

Kah-kah-woon mee-goon boo-dae-ro kab-she-dah
Yo-gee se-wo ju-say-yo
Yo-gee-gah-aw-deem-nee-ka?
Ol-mah eem-nee-ka?
kab-she-dah

DAYS OF THE WEEK

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

wol-yo-il
hwa-yo-il
soo-yo-il
mok-yo-il
kum-yo-il
to-yo-il
il-yo-il

THE MONTHS OF THE YEAR

January
February
March
April
May
June
July
August
September
October
November
December

il-wahl
ee-wahl
sahm-wahl
sah-wahl
oh-wahl
yu-wahl
cheel-wahl
pahl-wahl
guu-wahl
she-wahl
shib-il-wahl
shib-ee-wahl

KOREAN NUMBERS

Chinese numbers are often used when counting sequentially. This includes money, telephone numbers, dates, mileage, etc. When shopping, listen for the Chinese numbers: particularly for the endings which mean hundred, thousand and ten thousand, notice that Korean numbers go as far as 99. Beyond 100, Chinese numbers are used.

When counting people, use Korean numbers. Sometimes in the smaller restaurants the prices will be written in the Chinese figures, usually from top to bottom. The following chart offers a brief glimpse of some of the differences in the two systems:

	CHINESE	KOREAN
1	il	hah-na
2	ee	dool
3	sahm	set
4	sah	net
5	oh	tah-sot
6	ruk	yo-sot
7	chil	eel-gop
8	pahl	yo-dol
9	goo	ah-ope
10	ship	yol
20	ee-ship	sue-mool
30	sahm-ship	so-run
40	sah-ship	ma-hun
50	o-ship	she'en
60	rook-ship	yeh-soon
70	vhil- ship	ee-run
80	pahl- ship	yo-dun
90	koo- ship	ah-hun
100	baek	baek
200	ee-baek	ee-baek
300	sahm-baek	sahm-baek
1000	chon	chon
2000	ee-chon	ee-chon
10000	mahn	mahn
100000	ship-mahn	ship-mahn
1000000	baek-mahn	baek-mahn

KOREAN NON-VERBAL BEHAVIOR AND ETIQUETTE

Customs and attitudes are different in Asia from those of Western countries. Korea has its own set of courtesies. If you take the time to learn and observe them, the rewards are significant. The traditional bow has given way to the handshake, but friendly backslaps or arm squeezing are considered rude here, and the ultimate taboo is touching a person on the head.

Koreans meeting for the first time introduce themselves only at invitation of a third party. The formal ritual of introduction is similar to this: the person who knows everyone in the group invites his friends to introduce themselves. One says, "I am seeing you for the first time." The other repeats the same sentence, and the elder one suggests that they introduce themselves. The introductions and formal bows are followed by an exchange of calling/business cards. These cards are very important in Korea. They give an opportunity for each person to discover the other's position without rudely inquiring about them. Cards also do away with the need of asking someone's name twice. When someone presents you with a business card, take a moment to read it before putting it away as a sign of respect.

The proper use of names in Korea is also important. A person's name is considered his or her personal property. Koreans regard their name with reverence. The persistent wave of westernization has accustomed Koreans to being addressed by their family name, but only intimate friends and family greet each other on a first-name basis. Koreans prefer titles rather than names. For example, you would call the company president "Sa-jang-nim" or someone with a Ph.D. "bak-sa." Teacher or "sun-saeng-nim" is an acceptable title for anyone. Many Korean students do not even know their teacher's names, as they only refer to them as "sun-saeng-nim". Try to remember that no matter how "western" many Koreans may appear on the surface, their thinking is still governed by traditions, which are based on a culture several thousands of years old. The following list covers some important traditions relating to etiquette:

- Avoid eye contact- looking into an acquaintance's eyes is generally considered invasive.
- Use the right hand when performing tasks such as presenting gifts, paying a bill, or pouring a drink – using the left hand is considered impolite.
- Do not point the index finger toward a person or gesture with your foot – it is considered insulting.
- If invited to dine at someone's home, bring a gift. When presenting the gift, use your right hand. Place your left hand on your right forearm near your elbow.
- Take your shoes off when entering a Korean house or restaurant with low tables.
- Do not open gifts in front of the gift giver until you have permission to do so.
- Do not start eating before your guest of honor or senior.
- Do not say, "I don't drink" when offered unwanted alcoholic beverages. It is more polite to say, "I'm not feeling very well today", "I am a designated driver", or "I'm on medication".
- Karaoke is very big in Korea. Sing one of your favorite songs when asked.
- Do not touch someone's head.
- Do not sit on someone's desk.
- Do not eat or drink without offering your food or beverage to your colleagues. Do not pour your own drink – pour for someone and let him reciprocate.

- Escort your Korean guest at the gate, and stay there until your guest is gone.
- “Yes” is often used simply to acknowledge what is said by one’s counterpart; it does not necessarily mean one is in agreement or understanding.
- Do not go Dutch. Just remember when it is your turn to pay.
- You may often see two male friends or two female friends walking affectionately arm-in-arm. This is in no way an indication of their sexual preference.
- Remember the Koreans may want to touch and hold your children when you are out together. Koreans love children and in this culture, children are treated as “everyone’s treasure” to cherish and protect. If your children are uncomfortable with this, then remove yourselves from the situation as politely as possible. A simple “No, thank you” usually suffices.

OSAN MEDICAL/ DENTAL CLINIC

MEDICAL- 784-1847

DENTAL- 784-2108

When you arrive in Korea, make sure to ENROLL in Tricare overseas. Command sponsored families are eligible for TRICARE PRIME. Non-Command Sponsored families are only eligible for TRICARE STANDARD. For more information contact a Tricare Service Center.

The closest service centers to Camp Humphreys are either:

51st Medical Group Osan 001-82-333-661-2273 784-2273

121st General Hospital Seoul 001-82-7916-8558 736-8558
001-82-7916-9130 736-9130

OSAN MEDICAL / DENTAL

DENTAL CLINIC

Hours of Operation

0700-1600 M-F

Sick call hours

0700 and 1230

Dental- 784-2108 / 2109

PHARMACY

Hours of Operation

0700-1600 M-F

0700-1700 on Thursday

IMMUNIZATIONS

Hours of Operation:

Monday 0830-1500

Tuesday-Friday

0900-1500

Phone- 784-2523

MENTAL HEALTH

Hours of Operation:

M, T, W, and F 0900-1530

Phone- 784-2148

Online Resources

Our Units:

6-52 ADA http://8tharmy.korea.army.mil/35ada/6_52/home.php
35th ADA Brigade <http://8tharmy.korea.army.mil/35ada/home.php>
USFK (United States Forces Korea) <http://www.usfk.mil/usfk/>
Welcome Guide (USFK) <http://www.usfk.mil/usfk/Uploads/200/NewKoreaFinalHighRes.pdf>
Osan AB <http://www.osan.af.mil/>
<http://www.51fss.com/>

Facebook

6-52 BN Page: <http://www.facebook.com/#!/semper.p.ironhorse?fref=ts>
6-52 BN FRG: <http://www.facebook.com/#!/groups/212585125324/>
Osan USO <http://www.facebook.com/uso.osan>
Osan AB Spouses: <http://www.facebook.com/groups/13235624679090>
Humphreys USO <http://www.facebook.com/uso.humphreys>
Osan Flea Market: <https://www.facebook.com/groups/osanfleaarket/>
AFN Osan <http://www.facebook.com/#!/afnosan?fref=ts>
51st FSS: <https://www.facebook.com/51FWOsanAB>
6-52 Public Relations: <http://www.facebook.com/groups/314639178547107/>
6-52 (Iron Horse) NCOs <http://www.facebook.com/groups/126463477411973/>

Osan Schools

DODEA Website <http://www.korea.pac.dodea.edu/index.htm>
Osan Elementary <http://www.osan-es.pac.dodea.edu/>
Phone: DSN 784-6912 Off Base: 050-578-46912
Osan Middle <http://www.osan-ms.pac.dodea.edu/>
Phone: DSN 784-7256 Off Base: 050-578-47256
Osan High <http://www.osan-hs.pac.dodea.edu/>
Phone: DSN 784-9076 Off Base: 050-578-49076

Travel / Living in Korea

Life in Korea (Activities & Events): <http://www.lifeinkorea.com/Activities/index.cfm>
Korea Overseas information Centers: <http://korea.net/index.do>
Official Korean Tourism Sight: <http://english.visitkorea.or.kr/enu/index.kto>
Korean Weather Association: <http://web.kma.go.kr/eng/index.jsp>
Seoul Metropolitan Government: www.visitseoul/english.go.kr

Links for Military Spouses and Families

OneSource: www.militaryonesource.com
ACS: www.myarmylifetoo.com
FRG Online: www.armyfrg.org
National Military Family Association: <http://www.nmfa.org/site/pageserver>

Websites and Tips for New Teachers

www.hannahmeans.bizland.com – New teacher guide book. Good for elementary.

www.adprima.com/ideamenu.htm - Ideas for new teachers. Good for grouping and teaching strategies and lesson plans.

www.ed.gov/teachers/become/about/survivalguide/index.html

www.teachersfirst.com/new-tch.shtml - New teacher resources, tips.

www.education-world.com/a_admin/admin139.shtml - Links to online mentoring, networking, and professional development. Really good site!

General/Lesson Plans

www.school.discovery.com – This is a great site for all sorts of lesson plans and more!

www.proteacher.com – Teaching practices, child development, etc. An interesting site.

www.austega.com/education/articles/effectivepraise.htm - Effective praise. A great site – check it out!

www.sitesforteachers.com/index.html - sites for teacher – all sorts! Great site.

www.teacherplanet.com/calendar/01-JAN.html – 150 Theme-based resource pages. Targeted toward Elementary level. Great site.

www.712educators.about.com/cs/activelisting/a/activelisting.htm - all about active listening.

www.education-world.com/research - On-line reference tools, maps, dictionaries, etc. Great site.

www.educationworld.com/a_lesson/lesson131.shtml - First of school icebreakers 2000 (vol. 4). This site has great plans in a broad range of subjects.

www.encarta.msn.com – Lesson plans and information resources.

www.coreknowledge.org – Loads of great lesson plans.

www.microsoft.com/education - Microsoft tutorials, lesson plans, etc. Comprehensive website that uses age, theme, product and learning areas to create tailored lesson plans and idea.

www.teachnet.org – Lesson plans, online discussions, idea exchange, etc.

www.wested.org – Educational texts.

www.thegateway.org – Lesson plans.

www.lessonplans4teachers.com – Lesson plans.

www.brainpop.com – Lessons and quizzes with high visual appeal. Great for Science.

www.enchantedlearning.com – Elementary teaching tools including dual language picture dictionaries. Also good for early childhood.

www.learnnc.org – The North Carolina Teacher’s Network – Lesson plans and classroom technology.

Science

www.gooseholler.com/main/soft/testpg.html - Science quizzes.

www.sierraclub.org/education - Sierra Club educational materials on ecology and conservation.

Language Arts Sites

www.paragraphpunch.com – Guides paragraph writing. Helpful in teaching structure, grammar and proofreading. Interactive.

www.sdcoe.k12.ca.us/score/cyberguide.html - Cyberguides for the study of the most frequently read literature. A comprehensive site containing the California Language Arts standards and supplemental units with complex literary themes. This is also a great site for History, Science, and Math.

www.graphic.org/goindex.html - Graphic organizers - samples but no templates.

www.k-6educators.about.com – Elementary school educator’s sample summer reading list.

www.expage.com/4writing - Writing skills, “Make Writing Fun”. Good site.

History/Civics

www.archives.gov – National Archives and Records Administration (NARA) teaching with documents lesson plans.

www.hyperhistory.com – great history site.

www.besthistorysites.net/USHistory.shtml - A list of the top five U.S. history websites.

www.vcdh.virginia.edu/teaching/vclassroom/vclasscontents.html - 7 – 12 lesson plans and games. Great resource for K – 12.

www.kids.gov/k_history.htm - Links to the CIA Homepage for Kids, Library of Congress, government websites in Spanish, and many more.

www.mrdonn.org – A great site for World History.

Math

www.forum.swarthmore.edu/teachers - Resource for math focused lesson plans and games. Great for K – 12.

www.coolmath4kids.com – Math games including lemonade stand, math jigsaw puzzles, and brain benders. Great for and elementary extension site.

www.aplusmath.com – Math flashcards, worksheets, and homework helper. WOW! This is an excellent site.

www.aaamath.com – Practice sheets for basic math skills K-12.

www.cuisenaire.com – Hands-on math and science products, K – 12.

www.illuminations.nctm.org – Standards-based lesson plans for math K – 12.

Classroom Management

www.newideas.net – Helpful hints for teachers with ADD and ADHD kids. This is a very valuable for ANY classroom.

www.education-world.com/a_curr/curr261.shtml - Ten teacher-tested tips for classroom management. Excellent site.

www.education.indiana.edu/cas/tt/v1i2/what.html - A test to help determine your classroom management profile.

www.inspiringteachers.com/tips/management/index.html - Classroom management strategies. Great site!

Associations, Foundations, etc.

www.nea.org – National Education Association

www.aft.org – American Federation of Teachers

www.ed.gov – US Department of Education

www.ascd.org – The Association for Supervision and Curriculum Development (ASCD)

www.eutopia.org – The George Lucas Education Foundation

www.nbpts.org – National Board for Teaching Standards

www.nsd.org – National Staff Development Council

www.pdkintl.org – Phi Delta Kappa International

www.schoolcounselor.org – American School Counselor Association

www.nctm.org – National Council of Teachers of Mathematics

Miscellaneous

www.portaportal.com – Bookmarks your selected website for access from multiple computers.

www.backflip.com – Bookmarks websites for access from any computer. Allows you to set up a “Class” bookmark page for all students to access.

www.teach-nology.com – Wonderful rubric site. Ready made rubrics and templates to make your own.

<http://worksheets.com> – everything you could ever imagine.

www.brainchild.com – brainchild products for sale.

www.starfall.com – Learn to read. Excellent early elementary websites with games and educational activities to help readers succeed.

Extra-Curricular Guidance

So, you've decided to sponsor an extra-curricular activity or sport?

- ☺ First, locate the continuity folder (if it exists) to find out what was done in previous years.
- ☺ Become familiar with the timesheet. These will be done weekly to ensure accountability.
- ☺ Meet with key members of your team or organization to plan the year or season.

Additional guidance

Successful school activities routinely organized by students and staff are based on the efforts of all of those participating in a given program. The intent of these guidelines is to help maintain clear lines of communication among the various OAHs organizations. These guidelines pertain to major events that involve most or all of the student body such as dances, pep rallies, or assemblies.

1. Three weeks prior to the event sponsors must submit to the Student Council and to the administration a description of the proposed activity and a list of students responsible for the set up, clean up and running of the activity.
2. The Student Council discusses the event with a representative of the group to clarify any confusion. The Student Council either approves the event as presented or requests a different date or more information from the sponsoring group.
3. The Student Council submits a copy of the approved request to the administration at least two weeks prior to the event to be placed on the school calendar.
4. It is important that the representative of sponsoring groups keep their sponsor informed of the highlights of the discussion about the activity.
5. Five days before the event the sponsor has the responsibility to announce in the teachers daily bulletin the names of students who will miss class time. The attendance clerk needs to have this list also.
6. If bus transportation is needed the activity sponsor submits a request for co-curricular transportation to the administration for approval and then to the school transportation officer.

7. Names of dance chaperones as well as bus monitors must be submitted to administration NO LATER THAN the Wednesday morning before the event to avoid cancellation.
8. Sponsors and student representatives are responsible for all activity announcements.
9. Requests to bring a guest must be given to the administration for approval AT LEAST A WEEK PRIOR TO THE EVENT FOR FORMAL DANCES AND THREE DAYS IN ADVANCE FOR OTHER EVENTS. Students purchasing guest tickets should be informed of this.

Please share this information with student representatives and class officers.

RECOMMENDED GENERAL RESPONSIBILITIES FOR CLASS SPONSORS & ACTIVITY ADVISERS

The sponsor of an activity is responsible for organizing, coordinating, and supervising the group's meetings and activities. He or she is also responsible for the group's financial matters, including all fundraising, deposits, and disbursement of funds.

Guidelines for co-curricular and extra-curricular sponsors are included in the OAHS Teacher Handbook. Additional responsibilities for specific student organizations may be required. These may also be included in the Memorandum of Understanding for that position signed by the sponsor.

Sponsors are responsible for enforcing school policies at all events organized by their groups or in which their group participates.

STUDENT ACTIVITY FUND PROCEDURES

The sponsor of an activity is responsible for supervising the group's financial matters, including all fundraising, deposits, and disbursement of funds. Students are not authorized to submit forms for the deposit or withdrawal of SAF funds. All transactions are to take place outside of the duty day.

The Student Activity Fund must be operated in compliance with DS Regulation 7240.1. The SAF Fund Council establishes specific procedures for the collection, reporting, and disbursement of SAF funds. These procedures for handling money for school sponsored activities are included in the OAHS Teacher Handbook.

OAHS POLICY FOR THE USE OF SCHOOL FACILITIES AND ACTIVITY SUPERVISION

PURPOSE FOR THE POLICY

The wide use of our facility both for school and community function requires a set policy of rules and regulations to insure that proper care of facilities and equipment for all scheduled activities. The policy should be completely understood and observed by the sponsor and activity and all non-athletic activities. Guidelines also apply to activities held in other venues (on and off-base facilities).

A. GUIDELINES

1. The first step for gaining use of the facilities requires your organization/activity to contact the Student Council, describe the event and the proposed date. Once the Student Council ascertains that the event does not conflict with other events and is well planned, the Student Council will approve the activity. Next, the Student Council gives the approved application to the administration to log the date on the school master calendar. (It is a good idea to have alternate dates for your activity.) The Student Council will return the approved application to the organization.
2. Sponsors and organizers should make plans well in advance to allow time to deal with unexpected circumstances.
3. Once the date is confirmed and on the school calendar, then it is the sponsor's responsibility to:
 - a. Reserve the facility
 - b. Become familiar with the rules governing the actual use of the facility. (Besides school facilities, the Officer's Club, the Community center and the Teen center could be used.)
 - c. Walk through the facility to become familiar with the locations of the lights, bathrooms, access doors, the keys, supplies, cleaning materials, etc.
 - d. Arrange for transportation if needed.
 - e. Sign out any necessary keys or equipment.
 - f. Arrange for dance and/bus chaperones. It is best when the sponsor give chaperones exact, written descriptions of their duties and hours.

SUPERVISION AND CHAPERONES

1. The sponsor of the activity must be present for the preliminary setup, the activity itself, and the post activity cleanup of the facility.
2. The sponsor should insure that there are a minimum of two (2) male and two (2) female chaperones (non-faculty) in attendance during the entire event. This does not include the sponsor or the administrators.
3. The sponsor should insure that an ample supply of hand towels, toilet paper, soap and other items are available by contracting the person responsible for the facility.
4. Once a student enters the function/dance, he/she may not leave and re-enter the event.

5. Loiterers who refuse to leave the area are subject to school disciplinary rules. If a student does not cooperate, call the Security Police Desk at 784-5515.

6. If a student is causing problems, secure the name of the person, request that he/she desist from the objectionable behavior or leave the dance. Notify parents in the event that a student leaves early.

C. CARE OF FLOOR AND EQUIPMENT

Utmost care should be taken to insure proper maintenance of the floor and equipment.

1. Cafeteria tables which are not being used should be carefully locked into the upright position. They should be relocated by the outer walls.

2. The floor should be swept at the conclusion of the activity.

3. Waste and trash should be disposed of properly. Use the trash dumpsite behind the music room.

4. All spills on tables, seats and/or floors should be cleaned.

5. After the event, return all furniture and supplies to the original location.

D. OTHER PROVISIONS

1. All school rules apply and should be enforced.

2. Food and soft drinks may be consumed only in designated areas. Leftovers need to be removed after the event.

3. All decorations, tape, signs etc. must be removed after the function.

4. Return of all cleanup materials, supplies borrowed and equipment is expected.

E. SECURITY

1. The sponsor is responsible for the security of the building, (turning off the lights and securing doors and windows at the end of an activity after everyone has departed.)

2. The sponsor is responsible for the security of and timely submission of money for deposit in the School Activity Fund.

F. GUESTS

Osan students in good standing are allowed to attend school sponsored activities. Students who want to invite a guest obtain a permission form and submit it to the administration at least 3 days before the event for informal dances and activities. For

proms and major dances, the request must be submitted to administration at least a week prior to the dance.

ONLY GUESTS WHO HAVE BEEN APPROVED IN ADVANCE BY THE ADMINISTRATION MAY ATTEND.

Probationary Teachers: Your Association Cares

The following advice might be the most important that new DODDS teachers will ever read. It is reprinted from the September 2001 *S'PACIFICS*, a publication from the Pacific Area.

Federal regulations prevent probationary teachers from grieving a dismissal. Management does not have to show just cause in order to dismiss a probationary teacher. Therefore, the best method to assure success is prevention. Your Association is committed to helping our new teachers succeed.

Here is some hot, off the press, tried and true tips for new teachers and their mentors, official and unofficial. It only takes a moment to help out, to care, and share. Let's support and keep our new DoDDS teachers. Encourage them to keep and refer to these pages throughout the year. We recommend it be made available to new teachers who are still deciding whether or not to join the Association. It's clearly evident and has been proven that following our advice is the key to a successful probationary period.

☑ Do be punctual! Always arrive on time, or better yet early, in the morning. Always be on time for faculty meetings, grade level/department meetings.

☑ Do seek a teacher who is active in FEA to act as your mentor. Keep in very close communication with your FRS, and always seek out your FRS if you are unclear about policies, etc. Seek mutual support from other new teachers.

☑ Do join FEA and attend the local meetings, so you will always know what is happening. Often local leaders discuss important news and give critical advice to new and returning teachers. Do read school bulletins and newsletters.

☑ Do be a teacher who gives a little extra. Ensure that your displays of student work, bulletin boards, parent letters, etc. are timely and current. Do give copies of parent letters, announcements of class plays, parties, parent nights, etc. to administrators, and invite them in. Keep them updated. If there's a problem brewing with a parent, give them a heads up. Better safe than sorry. Avoid surprises

☑ Do be very professional in all dealings with administrators. Accept advice in a gracious manner, and always appear appreciative and positive. Statements such as "It won't happen again, I understand now, and I appreciate your support" go a long way. Be polite in all your dealings with secretaries and office assistants. Give them time to help you. Don't become a

complainer or whiner, adopting a "victim mentality." If you are too tired or upset to remain professional, choose another time to talk or ask for assistance.

☑ Do study the critical elements on your evaluation form, and make every attempt to meet/exceed them in each and every area. Keep a copy of the performance appraisal in your plan book, and let your administrator know you understand its importance. Do read your *Faculty Handbook* and *Parent Handbook*, and consistently follow their instructions.

☑ Do make clear and detailed lesson plans, and frequently record grades in your plan book. If your plan book were reviewed by an administrator this week, would it be complete? It will be turned in. Grade and return homework.

☑ Do carefully and promptly complete all school-related paperwork. This is tangible evidence of your success.

☑ Do accept the DODEA system the way it is your first two years. Save any challenges concerning its policies or procedures, standards or requirements, for your FRS. Don't make waves, take large risks, personally or professionally, or draw any unneeded attention to yourself. Follow all MILCOM rules and regulations, on and off duty. Never work alone with a student. Leave your door open whenever possible.

☑ Do use your Leave wisely. Your first year is not the year to openly take any mental health days or appear sickly. Act as a team player. Openly and actively cooperate and support your grade level/subject area team members, and be flexible and willing to learn from them. Don't fall into the rut of continually repeating "This isn't how we did it at my last school."

☑ Do create a complete updated Substitute Folder, filled with all procedures for evacuation, discipline, referral, attendance, seating charts, grading policies, etc. You must include a day's emergency lesson plans and materials.

☑ Do be very professional regarding email content and use. It is monitored. Don't ever write or send anything you wouldn't want repeated. Openly state that you are here for/because of your students, and do make positive statements about your school, staff, facility, etc., whenever possible. Don't come across as only being interested in money, travel, or a transfer. No job or region is perfect. Open your heart and mind and ears. Try to look for and emphasize the positive.

☑ Do let your administrator know what's happening in your classroom, and with your students. Ask him/her to visit your class. Make regular appointments to discuss your progress in adapting to DODDS and your new school. Ask at the end of each evaluation conference or private administrative conference, "Have you found my performance to be at least fully satisfactory?" If in your conference your evaluator mentions any sort of problem with your performance, attitude, behavior, methods, demeanor, adaptability, or suitability, tell your FRS immediately. Write detailed notes right after the meeting. Keep copies.

☑ Do be very cautious about your comments regarding administrators and colleagues, students and parents. Try to assume that everyone really is trying his/her best. If you experience a problem it is almost always advisable to talk with that individual directly. Don't be drawn in to others' problems or personality conflicts, which may be longstanding and nearly impossible to solve. Don't take sides. You are new and don't have much information to go on. Contact your FRS as soon as you perceive a problem on the job.

